



Town of Wenham

Town Hall
138 Main Street
Wenham, MA 01984

Selectmen / Town Administrator
TEL 978-468-5520 FAX 978-468-8014

JOB POSTING

POSITION POSTING LISTED BELOW:

A. Permitting Office Coordinator / Administrative Assistant (Temporary Position)

APPLICATION PROCESS:

All interested applicants are required to submit a resume and letter of interest to the Town Administrator's Office. All such submittals can be emailed to dmorong@wenhamma.gov, mailed or hand delivered to:

Wenham Town Hall, Administrator's Office
Attn: Debi Morong
138 Main Street, 2nd Floor
Wenham, MA 01984

Submittal Deadline: Thursday, October 9th, 2014 by 4:00 PM. (Or until position is filled)

Additional information regarding the posted position is available at the Town Administrator's Office and can be obtained by either visiting Debi Morong at the above-listed address or by calling 978-468-5520 ext. 2. A description of the posted job is available on the Town Website www.wenhamma.gov

A. PERMITTING OFFICE COORDINATOR/ADMIN. ASSISTANT

Status:	Temporary Part-Time	up to 19 1/2 Hrs. /wk.
Department:	Town Administration	
Start Date:	November 3, 2014	
Compensation:	\$18.00 per hour	

Job Description:

Under the supervision of the Town Administrator, the Permitting Office Coordinator performs all administrative and clerical tasks related to the Board of Health, Electrical Inspections, Plumbing and Gas Inspection, Building, and Weights and Measures Departments. The Coordinator shall be cross trained in all elements and functions of divisions within Building Dept/Permitting office. To perform this job successfully, the individual must be able to perform in a high paced multi-functioning office and possess excellent communication skills, both verbal and written, as well as have the ability to deal directly with the public in a courteous and professional manner. The individual must be computer proficient in word, excel and data base type programs.